**Competency Assessment**

**Project 2-1: Tonight’s Guest Speaker**

**As director of the Citywide Business Alliance, one of your jobs is to introduce the guest speaker at the organization’s monthly meeting. To do this, you will create a new presentation from a theme template, and then reuse a slide with information about the speaker from a different presentation.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** Click the **File** tab, and then click **New** to open the New Presentation window.

**2.** Click **Themes**. Click **Apex** and then click **Create**.**9**

**3.** In the Click to Add Title placeholder box, type **Citywide Business Alliance**.

**4.** In the Click to Add Subtitle placeholder box, type **Guest Speaker: Stephanie Bourne**.

**5.** On the Home tab, click the arrow below the New Slide button to open its menu, and then click **Reuse Slides**.

**6.** In the Reuse Slides task pane, click the **Browse** button, and then click **Browse File**.

**7 .** Navigate to the location where the sample files for this lesson are stored and open the ***Bourne.pptx*** presentation file.

**8.** In the Reuse Slides task pane, click **slide 1**. The slide is added to your new presentation. Close the task pane.

**9.** Click the **File**, and then click **Print**. The Print controls appear in Backstage view.

**10.** Click the Color button, and on the menu that appears, click **Grayscale**.

**11.** Click the **Full Page Slides** button, and on the menu that appears, click **2 Slides**.

**12.** Click **Print** to print the handout in grayscale mode.

**13.** Click the **File** tab and click **Save As**.

**14.** Open the Save as type drop-down list and click **PowerPoint 97-2003 Presentation**.

**15.** Navigate to the folder where you want to save the presentation.

**16.** Select the text in the File name box, press **Delete**, and then type **Speaker**.

**17 .** Click **Save**. If the Compatibility Checker task pane appears, click **Continue**.

**18. CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-2: Advertise with Us**

**As an account manager for The Phone Company, you are always trying to convince potential customers of the benefits of advertising in the local phone directory. A PowerPoint presentation can help you make your case. You need to create a presentation from a Word document that lists some reasons why businesses should purchase ad space in your directory.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1.** If you start PowerPoint, a new blank presentation appears automatically. If PowerPoint

was already running and there is not a new blank presentation open, press **Ctrl**+**N** to start a new blank presentation.

**2.** Click in the slide’s title placeholder, and then type **Why Advertise with Us?**.

**3.** Click in the subtitle placeholder, and then type **The Phone Company**.

**4.** Click outside the text placeholder to clear its border.

**5.** On the Ribbon’s Home tab, click the **New Slide drop-down arrow**. At the bottom of the

gallery of slide layouts, click **Slides from Outline**.

**6.** In the Insert Outline dialog box, locate and select the Microsoft Word document named

***Ad Benefits***. Click **Insert**. PowerPoint inserts fi ve new slides using content from the outline.

**7 .** Switch to Slide Sorter view. Drag slide 5 to a new position between slides 1 and 2.

**8.** Click **slide 6**, and then press **Delete** to remove the slide from the presentation.

**9.** Switch to Notes Page view, and then go to slide 1.

**10.** Click in the text box below the slide, and then type **Give the client a copy of the directory**.

**11.** Switch to Normal view.

**12.** On the Quick Access Toolbar, click **Save**. The Save As dialog box opens.

**13.** Navigate to the folder where you want to save the presentation.

**14.** Replace the default name in the File name box with **Benefits**.

**15.** Click **Save**. **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Proficiency Assessment**

**Project 2-3: Send People to Their Rooms**

**You are an assistant marketing manager at Shelbourne, Ltd., which develops process control software for use in manufacturing. You are coordinating a set of panel discussions at the company’s annual sales and marketing meeting. At the start of the afternoon session, you must tell the groups which conference rooms to use for their discussions. To help deliver your message, you need to create a single-slide presentation that lists the panels’ room assignments. You can display the slide on a projection screen for reference while you announce the room assignments.**

**1. CREATE** a new, blank presentation.

**2.** Change the blank slide’s layout to Title and Content. In the slide’s title placeholder, type

**Panel Discussions**.

**3.** In the second placeholder, type the following items, placing each item on its own line:

Aligning with Partners, Room 104

Building Incentives, Room 101

Creating New Value, Room 102

Managing Expenses, Room 108

Opening New Markets, Room 112

Recapturing Lost Accounts, Room 107

Strengthening Client Relationships, Room 110

**4.** In the Notes pane, type **Refreshments will be delivered to each room during the 3:00 pm break**.

**5.** Print one copy of the presentation.

**6. SAVE** the presentation as ***Room Assignments***, then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-4: Editorial Services**

**You are the editorial director for Lucerne Publishing, a small publishing house that provides editorial services to other businesses. Your sales manager has asked you to prepare a simple presentation that lists the services offered by your editorial staff. You can create this presentation from an outline that was created earlier.**

**1. CREATE** a new, blank presentation.

**2.** Type **Lucerne Publishing** in the title placeholder.

**3.** Type **Editorial Services** in the subtitle placeholder, and then click outside the placeholder.

**4.** Use the Slides from Outline command to locate the Microsoft Word document named

***Editorial Services***, and then click **Insert**.

**5.** In the Slides/Outline pane, click **slide 6**.

**6.** Use the Reuse Slides command to locate and open the ***About Lucerne*** presentation, and then add slide 3 from that presentation to the end of your new presentation as the final slide.

**7 .** Print one copy of the presentation in a layout that shows nine slides per page.

**8. SAVE** the presentation as ***Lucerne Editorial Services***, and then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Mastery Assessment**

**Project 2-5: The Final Gallery Crawl**

**As director of the Graphic Design Institute, you have volunteered to coordinate your city’s last-ever gallery crawl—an annual charity event that enables the public to visit several art galleries for one price. Fortunately, this year’s crawl is almost identical to last year’s event, so when you create a presentation for the local arts council, you can use last year’s presentation as the basis for a new one.**

**1. OPEN** the New Presentation window, and start a new presentation using the existing file ***Gallery Crawl***.

**2.** In Slide Sorter view, switch the positions of slides 6 and 7.

**3.** In Normal view, reword the subtitle of slide 1 to read **Our last ever!**

**4.** Print the presentation in grayscale.

**5.** View the presentation from beginning to end in Slide Show view.

**6. SAVE** the presentation as ***Final Gallery Crawl***, and then **CLOSE** the file.

**LEAVE** PowerPoint open for use in the next project.

**Project 2-6: The Final, Final Gallery Crawl**

**Having just finished your presentation for the last-ever gallery crawl, you realize that one of the museum curators uses an older version of PowerPoint. You need to save a copy of the presentation so he can use it on his computer.**

**1. OPEN *Final Gallery Crawl*** from the data files for this lesson, or open the version you created in Project 2-5.

**2. SAVE** the presentation with the file name ***Compatible Gallery Crawl*** in PowerPoint 97-2003 format. **CLOSE** the file without making any other changes.

**EXIT** PowerPoint.